

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No. 5-07B-08

SUBJECT: Use of Personally Owned Vehicles (POV) to Conduct Official Business

EFFECTIVE DATE: June 3, 2008

EXPIRATION OR REPLACEMENT: Upon revision.

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance System (AIS) bulletin establishes the Agency policy on the use of personally owned vehicles (POV) to conduct official government business.

SCOPE:

DCRA is responsible for preserving the health, safety, and welfare of the public. The agency fulfills this mission by conducting regulatory investigations and commercial and residential inspections. The agency fleet is not sufficient for the agency to respond to all service requests in a timely manner. To provide timely customer service, DCRA employees who conduct inspections and field investigations will be allowed to use their personal vehicles under the specified conditions.

1. Managers must give approval in advance before an employee may use his or her POV for official business.
2. Drivers must maintain a POV Driver's Daily Log Sheet to include travel points, and mileage used.
3. All travel vouchers submitted by drivers must be approved by the employee's manager or supervisor prior to submission for payment.
4. During the employee's tour of duty, he/she cannot use his/her vehicle for personal use.
5. The District of Columbia reimburses owners for the use of their POVs for official government business at the mileage rate established by the General Services Administration (GSA). These rates are reviewed and adjusted annually by GSA.
6. Operators of private vehicles cannot park free at meters; nor can they occupy space designated for government vehicles only.

NOTE: *DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director.*

INQUIRIES DCRA, Service Integrity Officer (202) 442-8929

DISTRIBUTION: Deputy Directors, Program Managers, Division Chiefs, and DCRA Employees

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7. DCRA will not be responsible for moving violations nor parking tickets issued to employees in their POV.
8. DCRA assumes no insurance liability and provides no vehicle maintenance for employees POV.

Supervisor's Responsibilities

1. You must give approval in advance before an employee may use his or her POV for official business.
2. You must complete and maintain the Managers Master Fleet Assignment Log Sheet daily.
3. Everyday you must collect a POV Driver's Daily Log Sheet from each employee authorized to use their personal vehicle to conduct official DCRA business.
4. You must approve all travel vouchers submitted by drivers prior to submission for payment.
5. A copy of the POV Driver's Daily Log Sheet must be submitted along with the travel voucher when requesting mileage reimbursement.
6. A copy of the POV Driver's Daily Log Sheet for each authorized driver must be submitted to the Fleet Coordinator every Monday.

Driver's Responsibilities

1. Each day the driver is to complete a POV Driver's Daily Log Sheet.
2. At the end of the day the driver must return the completed POV Driver's Daily Log Sheet to his/her supervisor or designee.
3. While driving on Government business, drivers must comply with all licensure requirements issued by the DC Department of Motor Vehicles (DMV) or the DMV for the employee's state of licensing.
4. Employees must immediately notify his/her supervisor of:
 - A change of status in his/her driver's license
 - Any arrests
 - Any moving violations
5. Driver's are responsible for all infractions while using their POV to conduct official DCRA business to include but limited to:
 - Parking Tickets
 - Automated Traffic Enforcement Tickets (Speed Camera Tickets)
 - Red Light Enforcement Tickets
 - Rush Hour -- No Parking/No Standing Tickets

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- All Moving Violations

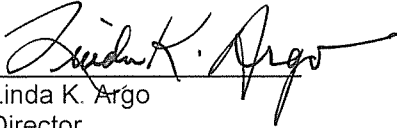
6. Drivers are responsible for reporting all accidents as follows:

- Contact your immediate supervisor.
- Contact the Metropolitan Police Department to file an accident report.
- Provide the police officer with all pertinent information.
- Obtain the officer's name, badge number and the police report number.
- Fill out the Office of Service Integrity's Vehicle Accident Report Form and submit a copy to April Dyson, Risk Management Coordinator.
- Accident reports must be filed within 2 days of an accident.

Effective Date

This policy shall become effective ten (10) days after this notice is formally issued by the Director of DCRA to its employees.

This Administrative Issuance supersedes all previous administrative memoranda, orders, and policies to the degree there is any inconsistency between those items of direction and this Administrative Issuance.


Linda K. Argo
Director

6/03/08
Date

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